



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76--RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date <u>2-14-84</u>	1. Agency Address GEORGIA STATE FINANCING AND INVESTMENT COMMISSION 2 MARTIN LUTHER KING, JR., DR., S.E. SUITE 472 ATLANTA, GEORGIA 30334	Application Number <u>83-879-A</u>	Date Received FEB 15 1984
Application Number <u>2X14-4/84</u>		Date Completed APR 4 1984	
2. Person to Contact WALT FAIRCHILD		Working Title ADMINISTRATIVE SERVICES CHIEF	Telephone Number 656-3426
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>83-879</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest <u>1950</u> Latest <u>DATE</u>		5. Records Series Title (followed by title used in office; if different) <u>OFFICIAL DOCUMENTS REGISTER</u>	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? THE GEORGIA STATE FINANCING AND INVESTMENT COMMISSION IS RESPONSIBLE FOR THE SUPERVISION OF THE EXPENDITURE OF FUNDS FOR THE CONSTRUCTION OF, IMPROVEMENT OR REMODELING OF FACILITIES FOR STATE AGENCIES AND FOR THE SALE OF GENERAL OBLIGATION BONDS TO FINANCE SAID CAPITAL OUTLAY PROJECTS.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: ADMINISTERING THE FUNCTIONS AND ACTIVITIES OF THE COMMISSION. Included are: LETTERS FROM THE GOVERNOR, BY-LAWS OF THE COMMISSION, AGREEMENTS BETWEEN THE COMMISSION AND OTHER AGENCIES, CLOSING PAPERS ON BOND ISSUES, OFFICIAL CORRESPONDENCE REGARDING SURETY BONDS FOR COMMISSION MEMBERS, BUDGET APPROVALS AND AMENDMENTS, AUDIT REPORTS, OFFICIAL RECORDS OF ACCEPTED BIDS, SPECIMENS OF STANDARD FORMS USED, TITLE CERTIFICATIONS, AND OFFICIAL PAPERS OF A GENERAL NATURE RELATING TO COMMISSION ACTIVITIES. ALL DOCUMENTS ARE REGISTERED ON A CHRONOLOGICAL LISTING WHICH SERVES AS A FINDING AID TO THE SERIES File is arranged: BY DATE ENTERED ON THE REGISTER.			
8. Monthly Reference Rate One to six months old <u>OFTEN</u> ; Seven to twelve months old <u>SOME</u> ; Thirteen to twenty-four months old <u>SELDOM</u> ; twenty-five months and older <u>SELDOM</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>0</u> ; Legal-size drawers <u>0</u> ; Shelves <u>0</u> ; Other (specify) <u>0</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|---------------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>PERMANENTLY</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

THIS SERIES CONTAINS OFFICIAL RECORDS OF ENDURING POLICIES AND PROCEDURES AS WELL AS OFFICIAL DOCUMENTATION OF COMMISSION AGREEMENTS AND COMMITMENTS.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

NOTE: A COPY OF THE RELATED REGISTER (CHRONOLOGICAL LISTING OF DOCUMENTS) MUST ACCOMPANY EACH TRANSFER OF RECORDS TO THE ARCHIVES.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date												
<i>William F. Roberts</i>	<i>2/14/84</i>	<i>Walter D. Thickett</i>	<i>2-14-84</i>												
<p>Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)</p> <table border="1"> <thead> <tr> <th></th> <th>State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>State Auditor/Designee</td> <td><i>Thomas A. Smith</i></td> <td><i>4-2-84</i></td> </tr> <tr> <td>Secretary of State/Designee</td> <td><i>Edward W. Wilson</i></td> <td><i>3/22/84</i></td> </tr> <tr> <td>Attorney General/Designee</td> <td><i>James H. Hargett</i></td> <td><i>4-3-84</i></td> </tr> </tbody> </table>					State Records Committee (Signature)	Date	State Auditor/Designee	<i>Thomas A. Smith</i>	<i>4-2-84</i>	Secretary of State/Designee	<i>Edward W. Wilson</i>	<i>3/22/84</i>	Attorney General/Designee	<i>James H. Hargett</i>	<i>4-3-84</i>
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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 9-14-83	1. Agency Address Georgia State Financing and Investment Commission Suite 472 2 Martin Luther King Jr. Dr. S.E. Atlanta, Georgia 30334	Application Number 83-879	
Application Number 83-9-14-1		Date Received SEP 14 1983	Date Completed SEP 21 1983
2. Person to Contact Walter H. Fairchild		Working Title Administrative Services Chief	Telephone Number 656-3426
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1949 Latest 1982 Present		5. Records Series Title (followed by title used in office; if different) Official Documents Register	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia State Financing and Investment Commission is responsible for the supervision of the expenditure of funds for the construction of, improvement or remodeling of facilities for state agencies and for the sale of general obligation bonds to finance said capital outlay projects.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: The official acts of the commission. Included are: Official requests for funding of capital outlay projects, opinions of counsel, policy actions, opinions of auditors, notes and attachments from called meetings of the commission, title folders for real property, audit reports and other original documents regarding the official acts and operations of the commission. File is arranged chronologically			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>6</u> ; Seven to twelve months old <u>3</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
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11. Retention Requirements

The following requires the series to be kept:

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|--------------------------|--------------|-----------------------------------|-------------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>permanent</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Documents the official acts and creation of the commission.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>William F. Roberts</i>	9-14-83	<i>Walter H. Finckel</i>	9-14-83

State Records Committee (Signature)		Date
State Auditor/Designee	<i>James R. Smith</i>	9-19-83
Secretary of State/Designee	<i>Edward Weldon</i>	9-14-83
Attorney General/Designee	<i>Barry H. Hays</i>	9-21-83

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)